



# The Stoke Poges School

## Privacy Notice - how we use workforce information

We, Stoke Poges School, process personal data relating to those we employ to work at, or otherwise engage to work at, our school / Local Authority. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid.

### The categories of school information that we process include:

- personal information (such as name, employee or teacher number, national insurance number, contact details, address history, proof of identity, next of kin, emergency numbers and car registration)
- characteristics information (such as gender, date of birth, ethnic group, disabilities, language)
- contract information (such as start date, hours worked, post, roles and salary information, pension, annual leave, bank details, details of CPD)
- work absence information (such as number of absences and reasons) and relevant medical information
- recruitment information including copies of right to work, DBS status, references, other information included in a CV or cover letter as part of the application process
- qualifications (and, where relevant, subjects taught)
- performance information, outcomes of disciplinary and/or grievance procedure
- photographs for identity management
- data about your use of the school's information and communications systems

### Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) facilitate safe recruitment
- e) support effective performance management
- f) allow better financial modelling and planning
- g) enable ethnicity and disability monitoring

### The lawful basis on which we process this information

We process this information under the Data Protection Act 1998, and according to guidance published by the Information Commissioner's Office and the Department for Education. Under Article 6 of the GDPR the lawful basis for processing school workforce information is to fulfil contractual obligations and other legitimate interests. For data

collection purposes (Departmental Censuses) provisions of the Education Act 1996 will be followed.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to.

## **Collecting workforce information**

We collect personal information via applications forms, personal details forms, performance management forms and leave of absence request forms.

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## **Storing workforce information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit the policy section on our website. We create and maintain an employment file for each staff member. We also store some information electronically. Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred paper-based records, and override or delete electronic files. We may also use an outside company to safely dispose of electronic records.

## **Who we share workforce information with**

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Ofsted to support its assessment of the school's performance
- essential school service providers to enable them to provide the service we have contracted them for
- our auditors to support statutory audit processes
- Security organisations – where we are legally obliged to share information or to maintain the welfare of pupils and staff
- Health organisations
- Professional advisers and consultants to support the provision of educational services
- Curriculum online service providers so you may access resources on online
- The Charity Commission – to share information on charity trustees
- Police forces, courts, tribunals - if a situation arises where a criminal investigation is being carried out we may have to forward information on to the police to aid their investigation. We will pass information onto courts as and when it is ordered

## Why we share school workforce information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

### Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer at [dpo@turniton.co.uk](mailto:dpo@turniton.co.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact: our Data Protection Officer, Darrell Smith at [dpo@turniton.co.uk](mailto:dpo@turniton.co.uk) or the Head Teacher at [office@stokepoges.bucks.sch.uk](mailto:office@stokepoges.bucks.sch.uk)

## How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Sharing by the Department

The Department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

To contact the department: <https://www.gov.uk/contact-dfe>